

# School District Administrative Claiming (SDAC) SY 2014 – 2015

**SC Department of Education  
Office of Medicaid Services**

# SDAC Overview

## **PART I:**

What is Administrative Claiming

SDAC Outreach – Why do it? How is it done?

## **PART II:**

SDAC Completion Rate/Activity Code Definitions

## **PART III:**

Navigating the SDAC Web Application

## **PART IV:**

Other Resources

# PART I

- ▶ What is Medicaid School District Administrative Claiming?

# What is Medicaid School District Administrative Claiming?

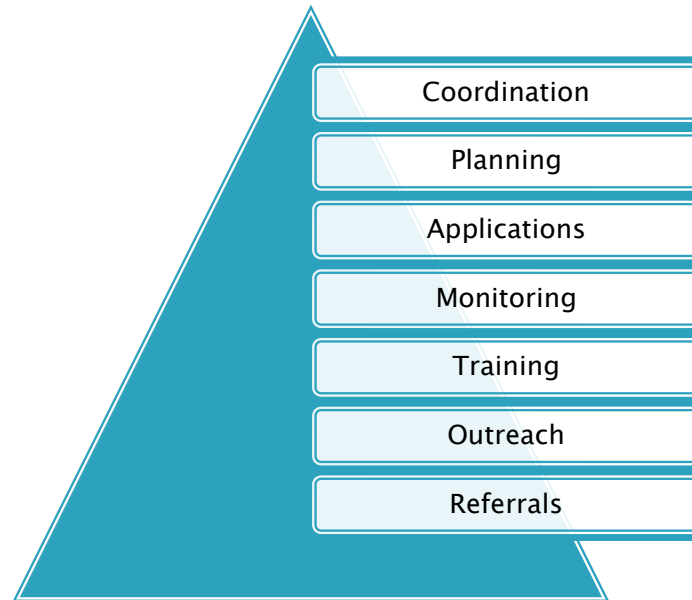
- ▶ Medicaid reimburses districts for direct therapies, administrative claiming, Title V nursing services (if applicable to district), Special Needs Transportation, and Speech Generating Devices.

# Direct Medical Services

- ▶ Direct Services are the Medicaid–billable activities that diagnose and treat medical conditions, or that transport children to Medicaid health care services. These services are billed to Medicaid as “medical assistance.” The following services or assistance are considered as direct services:
  1. Treatments in IEP and Speech Devices
  2. Special Needs Transportation (SNT)
  3. Title V Nursing (if applicable to district)

# Medicaid–Related Administrative Services

- ▶ SDAC is the administration of the Medicaid program that supports direct services and other Medicaid–related items.



# Medicaid–Related Administrative Services

- ▶ Coordination, Planning, Applications, Monitoring, Training, Outreach, and Referrals all fall under the umbrella of Medicaid Administration.



# Medicaid–Related Administrative Services

- ▶ Paperwork does not equate to ‘administration’ even if it’s related to Medicaid.
- ▶ Billing, clinical service notes, and activities related to a direct medical service are classified as part of that direct service *not* as Medicaid administration.



## So, SDAC is . . .

- ▶ Federal reimbursement for what certain staff in your district are already doing.
- ▶ School or school district employees may perform administrative activities that directly support the Medicaid program including outreach, eligibility work, coordination and monitoring services, training, and planning.
- ▶ **Medicaid is willing to pay your district under contract for performing these activities as support for the Medicaid program.**

# PART I

- ▶ SDAC Outreach

# SDAC OUTREACH

- ▶ Medicaid is low cost or free health coverage for certain individuals who:
- ▶ Fall within certain eligibility categories (medical condition, disabled, etc.) or certain ages (65 or older, under the age of 19).
- ▶ Meet certain income and resource limits.
- ▶ Meet certain non-income rules (citizenship, residency, identity, etc.).

## \*New SDAC OUTREACH

- ▶ Healthy Connections is the name of South Carolina's Medicaid program.
- ▶ The South Carolina Department of Health and Human Services (SCDHHS) is the state agency that administers Medicaid in South Carolina.



# \*NEW SDAC OUTREACH – Why do outreach?

- ▶ Healthy Children **learn** better. Recent research suggests an increase in Medicaid–eligible children correlates to an increase in graduation rates and college attendance.
- ▶ Health coverage **improves health**. Children without health coverage tend to wait longer before seeking care and develop more serious illnesses.
- ▶ Children without health coverage are less likely to receive care and more likely to **miss school**.

# SDAC OUTREACH – Why do outreach?

- ▶ LEAs can bill Medicaid for medical–related services listed in an **IEP**.
- ▶ LEAs can bill Medicaid for **Title V Nursing** services, services not listed in IEPs.
- ▶ LEAs can participate in Medicaid Administrative Claiming which **compensates districts for outreach** and eligibility efforts.

# SDAC OUTREACH

- ▶ C: Outreach to the Medicaid program.
- ▶ E: Facilitate Medicaid eligibility determinations or applications.
- ▶ Receive Federal funds at 50% of these activities.

# SDAC OUTREACH

- ▶ G/GR: Referral, monitoring, and coordination of Medicaid covered services.
- ▶ I: Assisting access to transportation/translation.
- ▶ K: Training: EPSDT/Medical/Medicaid related.
- ▶ M: Medical service program planning, policy development, and interagency coordination.
- ▶ Receive Federal funds at 50% of the Medicaid Eligibility Rate (MER) for these activities.



## \*New Medicaid Income Limits

Family Size	208% FPL (Monthly Income Limit)	208% FPL (Annual Income Limit)
1	\$2,071.43	\$24,857.10
2	\$2,792.08	\$33,504.90
3	\$3,512.73	\$42,152.70
4	\$4,233.38	\$50,800.50
5	\$4,954.03	\$59,448.30
6	\$5,674.68	\$68,096.10
7	\$6,395.33	\$76,743.90
8	\$7,115.98	\$85,391.70
Each additional person	\$720.65	\$8,647.80

- ▶ For children age 1 to 19
- ▶ Limits as of 4/1/2014

# SDAC OUTREACH – How to do it?

- ▶ **Send information home. Put fliers in backpack mail.** Coordinate with free and reduced school lunch programs.
- ▶ **Send sick kids home with fliers.**
- ▶ **Include as many locations as possible in your area.** Think beyond just your school. Consider including preschools/daycare centers, vocational/trade schools and private schools, adult education classes (children can be eligible up to age 19).

# SDAC OUTREACH – How to do it?

- ▶ **Use every opportunity to reach out to parents.** School registration and orientation, back-to-school night, parent-teacher association/organization meetings and parent-teacher conferences. Prominently display posters.
- ▶ **Make this a school-wide effort.** Include teachers, school nurses, counselors, social workers, school lunch program staff, sports coaches, bandleaders, aides, allied staff, bus drivers, food service workers.

# SDAC OUTREACH – How to do it?

- ▶ **Determine if your school will add health insurance questions to mandatory health forms.** Follow up with families indicating that the child is uninsured or has no regular health care provider.
- ▶ **Post health care coverage information near children's artwork.** A child's artwork will capture parents' attention.
- ▶ **Publish an article or "ad" in the school newsletter.** Include a template article or print a flyer.

## **\*New** SDAC OUTREACH – How to do it?

- ▶ **Present enrollment information to everyone.** Make sure school professionals know about the importance of health coverage, SC's program, and how families can enroll.
- ▶ **Be sure everyone knows there is an online application for Medicaid.**  
<https://apply.scdhhs.gov/CitizenPortal/application.do>

## \*New DHHS Community Outreach Team

- ▶ SCDHHS has a community outreach team.
- ▶ They provide outreach and engagement services to:
  - ▶ Advocacy Groups
  - ▶ Enrollment Providers
  - ▶ School Districts
  - ▶ Other Community-Based Organizations
- ▶ The team is available to help you!

# \*New DHHS Community Outreach Team

- ▶ Contact the Community Outreach Team for:
  - ▶ School Registration
  - ▶ Back-to-school Events
  - ▶ Parent-Teach Association Meetings
  - ▶ Parent-Teacher Conferences
  - ▶ Athletic Registrations
  - ▶ and much, much more...
- ▶ Email them at [outreach@scdhhs.gov](mailto:outreach@scdhhs.gov)

## \*New Other Outreach

- ▶ The Benefit Bank of South Carolina (<http://www.tbbsc.org/>)
- ▶ Non-profit that offers onsite and online applications for SNAP (food stamps), TANF, FAFSA, Voter Registration, Low Income Subsidy (Rx Assistance), Federal taxes, and Medicaid.
- ▶ Call toll free at 1-800-726-8774.



## PART II

- ▶ Survey Completion Rates / Activity Code Definitions

# **\*New School Districts Survey**

## **Completion Rate**

- ▶ School districts completed 84.04% of surveys for SY 11–12.
- ▶ School districts completed 86.87% of surveys for SY 12–13.
- ▶ School districts completed 87.87% of surveys for SY 13–14.

# Failure to Complete Surveys and/or Comply with Contract with SCDE

- ▶ SCDE reserves the right to terminate contract with LEA.
- ▶ LEA will not receive Medicaid reimbursement for SDAC.

## G. TERMINATION OF THIS AGREEMENT

1. Either party may terminate this agreement by providing written notice thereof at least ninety (90) days in advance of the effective date of the termination provided, however, if the **District** terminates this agreement, the **SCDE's** fees are fully assessed on the first day of the contract year and are not refundable. If the **SCDE** terminates the agreement, the fee will be recalculated on a prorated basis.
2. The **SCDE** reserves the right to terminate the agreement, without ninety (90) days' notice, if the **District** has not submitted accurate, complete, and valid quarterly claims as required by this contract within a reasonable period after the end of each quarter. The **SCDE** will give notice of this noncompliance to the **District** after which they will have 10 days to come into compliance. If it does not, the **District** forfeits its right to any money from SDAC claims for the contract term, and the **SCDE's** fees are fully assessed on the first day of the contract year and are not refundable.
3. The **SCDE** reserves the right to terminate the agreement, without ninety (90) days' notice, if the **SCDE** finds substantial reason to believe that a **District** has jeopardized the validity of the SDAC claim for all districts participating in its random moment sampling pool. If this occurs, the **District** forfeits the right to any money from the SDAC claims for the contract term, and the **SCDE's** fees are fully assessed on the first day of the contract year and are not refundable.
4. The **SCDE** reserves the right to terminate this agreement, upon reasonable notice, should federal guidance, rules, or regulations eliminate funding for this program.

## H. AMENDMENT

The parties agree that any amendments to this agreement shall be by mutual agreement and shall be in writing.

IN WITNESS WHEREOF, the parties hereto affix their signatures to this agreement.

\_\_\_\_\_  
Superintendent Name  
Superintendent  
School District

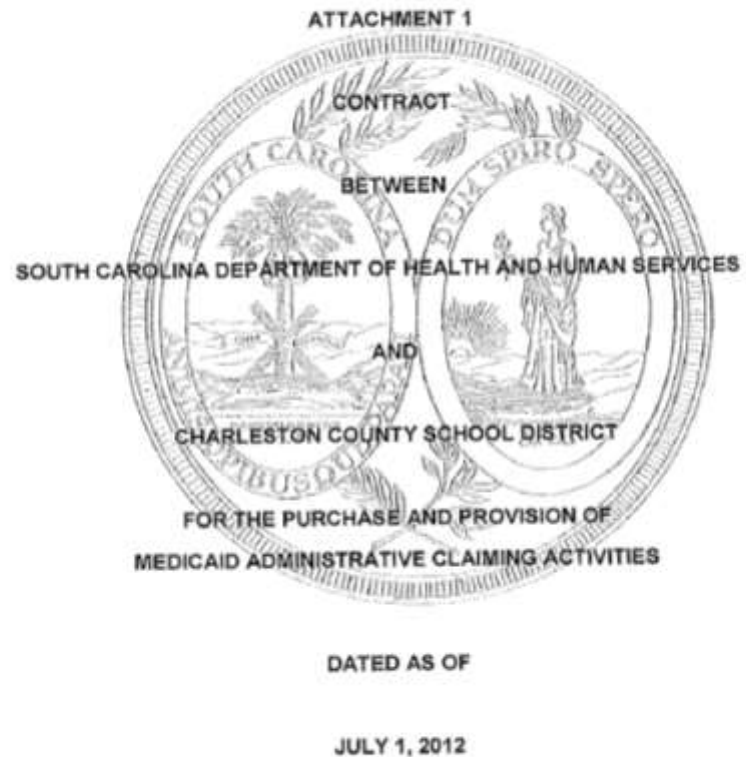
\_\_\_\_\_  
Mick Zais, PhD  
State Superintendent of Education

# PART II

- ▶ SDE SDAC Activity Codes: Definitions and Examples

# SDAC Definitions

- ▶ Found in your district's SDAC contract with DHHS.



# The Coding System: How Medicaid Views Your Daily Work

A	Medical Treatments	G	Coordinate Monitor Medicaid	L	Other Training
B	Education	GR	Refer to a Medicaid Provider	M	Planning, Policies, Collaboration
C	Medicaid Outreach	H	Refer Coordinate Monitor Other	N	Other PPC
D	Other Outreach	I	Assist Access	O	General Administration
E	Medicaid Applications	J	Other Access Help	P	Unpaid not Scheduled to Work (temp/contract)
F	Other Applications	K	Medical Training		

# What Are SDAC Billable Activities?

- ▶ The documentation for administrative activities must clearly demonstrate that the activities/services directly support the administration of the Medicaid program.

# What Are SDAC Billable Activities?

- ▶ **G–GRO K MICE**
- ▶ G: Monitor Coordinate
- ▶ GR: Referral
- ▶ O: Reallocated
- ▶ K: Training
- ▶ M: Program Plans Policy
- ▶ I: Assist Access
- ▶ C: Outreach
- ▶ E: Eligibility



# Activity Code A: Direct Medical Services

- ▶ Providing care, treatment, or counseling services to an individual.
- ▶ Includes the related administrative activities that are integral to the service (patient follow up, assessment, counseling, education, billing).
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code B: School Related and Educational Activities

- ▶ School–Related Activities including social services, educational services, teaching services, employment and job training, that are not Medicaid related. Includes development, coordination, and monitoring of the *educational* aspects of an IEP.
- Medicaid does not pay for the IEP team meetings or for costs related to attendance at those meetings by medical professionals.
- Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code C: Medicaid Outreach

- ▶ Informing eligible or potentially eligible individuals served by the school district (students and parents/guardians) about Medicaid and how to access the program, describing the range of Medicaid covered services and how to obtain Medicaid preventive services. Activity C includes bringing these people into the Medicaid system's eligibility process.
- ▶ Both written and oral methods of Medicaid Outreach may be used.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code D: Non-Medicaid Outreach

- ▶ Informing families/students about colleges, basketball camps, summer programs, after-school social activities and any other social program.

# Activity Code E: Facilitating Medicaid Eligibility Determination

- ▶ Staff members are facilitating the eligibility determination for Medicaid when assisting children and families in the Medicaid eligibility process. This activity does not include the actual determination of Medicaid eligibility.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code F: Facilitating Application for Non-Medicaid Programs

- ▶ Informing children or families about Non-Medicaid programs such as Temporary Assistance for Needy Families (TANF), Food Stamps, WIC, day care, legal aid, and other social and educational programs, and referring them to the appropriate agency to make application.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code G: Coordination and Monitoring of Medicaid Services

- ▶ Coordinating or monitoring the delivery of Medicaid-covered medical services. This includes coordination and monitoring health activities related to services in an IEP. **(one child)**
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code GR: Referral for Medicaid Services

- ▶ Referring students for Medicaid covered services to **providers participating in the Medicaid program.**
- ▶ To access a list of providers enrolled in the SC Medicaid program, go to the SC Medicaid website at:  
<http://www1.scdhhs.gov/search4provider/Default.aspx> and search for a provider by county and provider type.



# Activity Code H: Referral, Coordination, and Monitoring of Non-Medicaid Services

- ▶ Referrals for, coordinating, or monitoring delivery of non-medical services such as educational services.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

## \* New Activity Code I

- ▶ Involves transportation and/or translation related to a Medicaid-covered service.

# Activity Code I: Arranging Transportation in Support of Medicaid Covered Services

- ▶ Assist an individual in obtaining transportation to services covered by Medicaid.
- ▶ This activity does not include: (a) the actual transportation service; or (b) the direct cost of the transportation.
- ▶ The activity does include the administrative services involved in providing transportation.

# Activity Code I: Arranging Transportation in Support of Medicaid Covered Services

- ▶ Costs related to special needs transportation buses are included in the Medicaid per diem rate and indirect cost categories, and should not be included in this category.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code I: Translation related to Medicaid Services

- ▶ Translation is billable as an SDAC activity if it isn't included and paid for as part of a direct medical service; however, (1) translation must be provided by a separate unit or separate employees performing solely translation functions for the district; and (2) the translation must facilitate access to Medicaid covered services.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

## \*New Activity Code J

- ▶ Involves transportation and/or translation related to a non-Medicaid-covered service.

# Activity Code J: Non-Medicaid Translation

- ▶ Providing translation services for non-Medicaid activities, e.g., translation for access to educational services such as after-care programs.
- ▶ Translation for access to state mandated health screenings.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code J: Arranging Transportation for Non-Medicaid Services

- ▶ Assisting an individual to obtain transportation to services not covered by Medicaid or accompanying the student, e.g., scheduling or arranging transportation to social programs and activities.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.



# Activity Code K: EPSDT/Medicaid Related Training

- ▶ Coordinating, conducting, or participating in training events and seminars for outreach staff on the benefits of medical/Medicaid related services, how to assist families to access those services, and how to more effectively refer students for services.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code L: Non-Medical/Non-Medicaid Related Training

- ▶ Coordinating, conducting, or participating in training for benefit programs other than Medicaid, e.g., training to assist families to access education programs.
- ▶ Participating in training that enhances IDEA Child Find programs.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code M: Medical Service Program Planning, Policy Development, and Interagency Coordination

- ▶ Performing activities to develop strategies to improve the coordination and delivery of medical, dental, or mental health services to school age children, and performing collaborative activities with other agencies or health care providers.
- ▶ The activities include planning and developing procedures to track requests for services and the effectiveness of these services and programs.  
**(group of children)**
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code N: Non-Medical Service Program Planning, Policy Development, and Interagency Coordination

- ▶ Performing activities to develop strategies to improve coordination and delivery of non-medical services.
- ▶ This includes social services, education services, vocational services, and state mandated health services.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code O: General Administration

- ▶ This code should be used by time study participants when performing activities that are not directly assignable to program activities.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.
- ▶ Includes other similar general administration that cannot be specifically identified under other activity codes.

# Activity Code P: Part-Time Employee Not Scheduled to Work

- ▶ Your RMS time is when you are not scheduled to work and are not receiving paid time off
- ***Part-time employee*** not scheduled to work at sampling time
- An unpaid snow day (All Employees)
- Furlough Days (All Employees)

NOTE: Use Activity O (General Admin) if it is a legal holiday or you are taking a scheduled sick, annual, or compensatory time off. ***Most permanent employees should never use Activity Code P!***

# PART III

- ▶ Navigating the SDAC Web Application

# SDAC Web App Requirements

- ▶ Establish SDE Log-on Account.
- ▶ Ensure that a valid district e-mail address exists.
- ▶ Receive adequate training.



# PART III

- ▶ SDAC Web App Logon Process

# Participants: Forgot Your Password?

- ▶ If you forget your password, you may obtain it by using the following procedure:
- ▶ Go to the SCDE Web Site [www.ed.sc.gov](http://www.ed.sc.gov) and click the [Login](#) button at the top, right corner of the page.

# Participants: Forgot Your Password?

- ▶ Select Reset Password



The screenshot shows the 'Login to the SCDE Web Site Member Center' page. At the top left is the 'SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION' logo. The main heading is 'Login to the SCDE Web Site Member Center'. Below it is the section 'Log on using E-Mail Address' with input fields for 'User Id / E-mail:' and 'Password:', and a 'Log On' button. A red arrow points from the 'Select Reset Password' bullet point to the 'Reset Password' button. Below the login section, there is a message: 'If you are experiencing issues with "Authorization" of your log in, please use the "Reset Password" option below.' Below this message are three buttons: 'Create Account', 'Reset Password', and 'Request Tech Support'. At the bottom, there is a footer with the text: '© 2012 South Carolina Department of Education. All rights reserved. [Privacy & Legal Information.](#)'

# Participants: Forgot Your Password?

- ▶ Enter your email address in the space provided and press the submit button. This will request an email to be sent to the email address provided with a temporary password.



Log in to the ed.sc.gov member center

To begin the password reset process please re-enter your e-mail address:

E-Mail Address:

Submit

**Enter email  
address**

# Participants: Forgot Your Password?

- ▶ Return to the login page.
- ▶ Enter your email address.
- ▶ Enter the temporary password by keying in the temporary password as given (do not copy and paste).

----- Forwarded message -----

From: <[webmaster-noreply@ed.sc.gov](mailto:webmaster-noreply@ed.sc.gov)>

Date: Fri, Jul 25, 2008 at 10:39 AM

Subject: South Carolina Department of Education - Temporary Website Password

To: [webdacuser@gmail.com](mailto:webdacuser@gmail.com)

Your temporary password is: 02%(l0dVR

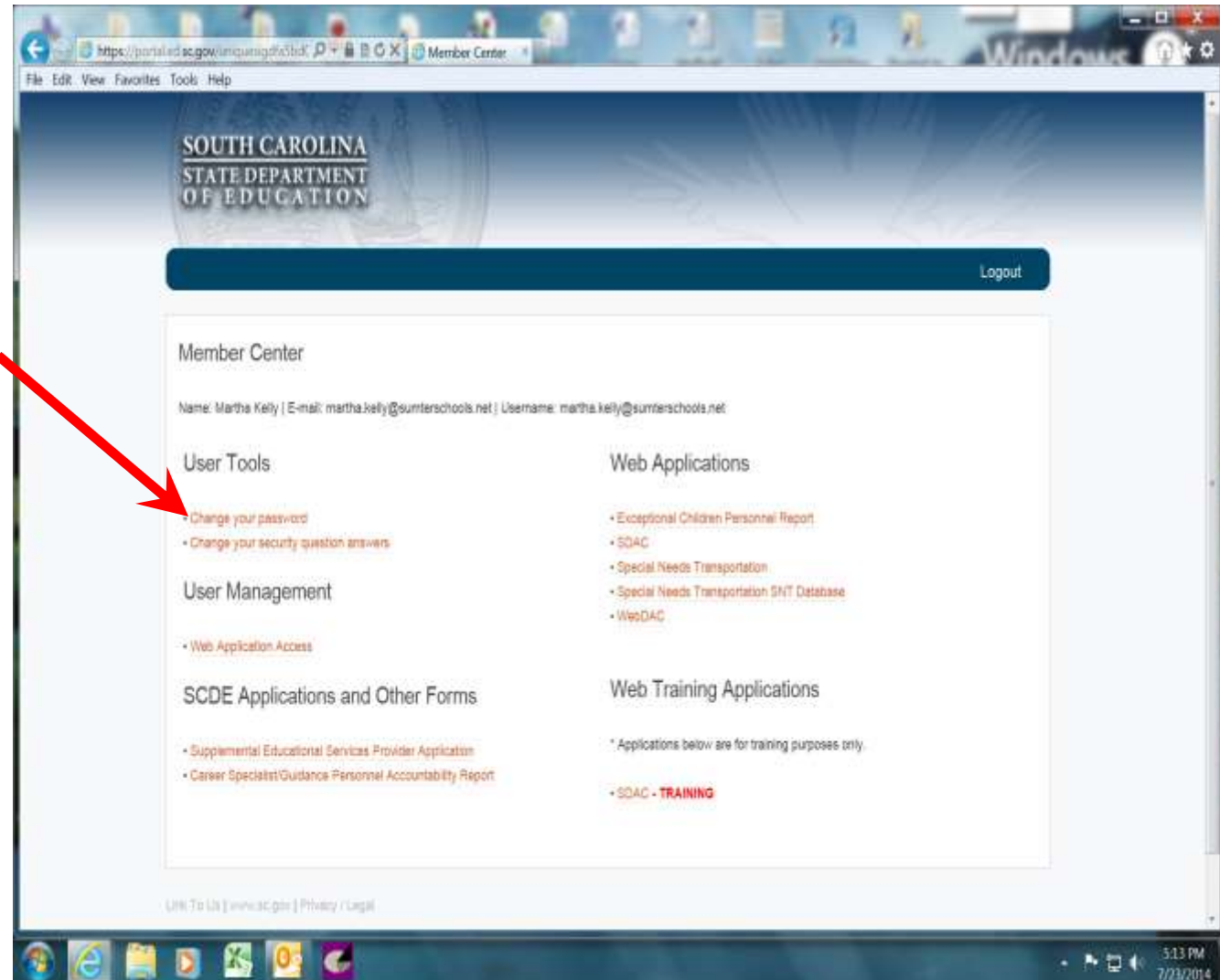
[Click here](#) to login to the South Carolina Department of Education website.

If you cannot click the link above please copy and paste the address below into your browser:

<http://ed.sc.gov/tools/login/>

# Participants: Forgot Your Password?

- ▶ You are now logged into the member center.
- ▶ Please create a permanent password by selecting “Change Your Password” under User Tools.



# Participants: Forgot Your Password?

- ▶ Your new password must contain at least 8 characters. Avoid using special symbols such as *\$%&\**.
- ▶ Once the new password is accepted, login with the new password.

# PART III

- ▶ Participant Logon/Completing the Random Moment Survey



# Random Moment Survey Notifications

- ▶ Participants will receive a notification via email when selected for a random moment survey.
- ▶ Notifications will go out **daily** until the survey has been completed.

## PART III

- ▶ Completing the Random Moment Survey on new SDAC Web App (Participants)

# SDAC Participants Login

- ▶ Log in to [www.ed.sc.gov](http://www.ed.sc.gov)
- ▶ Click Login Link

The screenshot shows the homepage of the South Carolina State Department of Education. At the top, the text "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION" is displayed on the left, and a search bar with "Search ed.sc.gov" and a "Go" button is on the right. Below the search bar are social media icons for Facebook, Twitter, and YouTube. A red arrow points from the "Login" link in the navigation bar to the "Click Login Link" instruction in the list. The navigation bar includes links for "I'm Looking For?", "Agency", "Programs & Services", "Research Portal", "Contact", "Login", and "Help". The main content area features a large article titled "State's High School Dropout Numbers Decrease for Third Consecutive Year" dated Tuesday, July 17, 2012, with a photo of two women looking at a laptop. To the right of this article are two smaller images: one of the Superintendent of Education and another of a school bus with the text "SCHOOL DIRECTORY". Below these is a photo of a smiling boy with the text "ESEA Flexibility Waiver".

**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

Search ed.sc.gov Go

f t You Tube

I'm Looking For? Agency Programs & Services Research Portal Contact Login Help

**State's High School Dropout  
Numbers Decrease for Third  
Consecutive Year**

Tuesday, July 17, 2012

COLUMBIA — In school year 2010-2011, 365 fewer students dropped out of state high schools than in the previous year, according to a new report from the South Carolina Department of Education

**SUPERINTENDENT  
OF EDUCATION**

**SCHOOL  
DIRECTORY**

**ESEA  
Flexibility  
Waiver**

# SDAC Participants Login

- ▶ Enter User ID in User ID/Email field.
- ▶ Enter password in password field.

The screenshot shows the login interface for the SCDE Web Site Member Center. At the top left, the South Carolina State Department of Education logo is visible. The main heading is "Login to the SCDE Web Site Member Center". Below this, the text "Log on using E-Mail Address" is displayed. There are two input fields: "User Id / E-mail:" and "Password:". To the right of the "User Id / E-mail:" field is a "Log On" button. Below the input fields, there is a section for "Teachers" with a link "Click here to view Certification Status". At the bottom of the login area, there is a message: "If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below." Below this message are three buttons: "Create Account", "Reset Password", and "Request Tech Support". At the very bottom of the page, there is a footer with the text: "© 2012 South Carolina Department of Education. All rights reserved. [Privacy & Legal Information](#)."

# SDAC Participants Login

- ▶ Select SDAC under Web Applications.

**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

Logout

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**Member Center**

Name: Quinton Harris | E-mail: QHarris@ed.sc.gov | Username: qharris

**User Tools**

- [Change your security question answers](#)

**Agency Employee Resources**

- [Mick Zais - Transforming Our Schools Presentation](#)
- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier-Relationship Mgmt \(SRM\)](#)
- [Webmail](#)

**Agency Applications**

- [Agency Editor](#)
- [Agency Routing System](#)
- [eServices Request](#)

**Web Applications**

- [Clemson Combo](#)
- [SDAC](#)
- [School Nursing Surveys](#)
- [Special Needs Transportation SNT Database](#)
- [WebDAC](#)

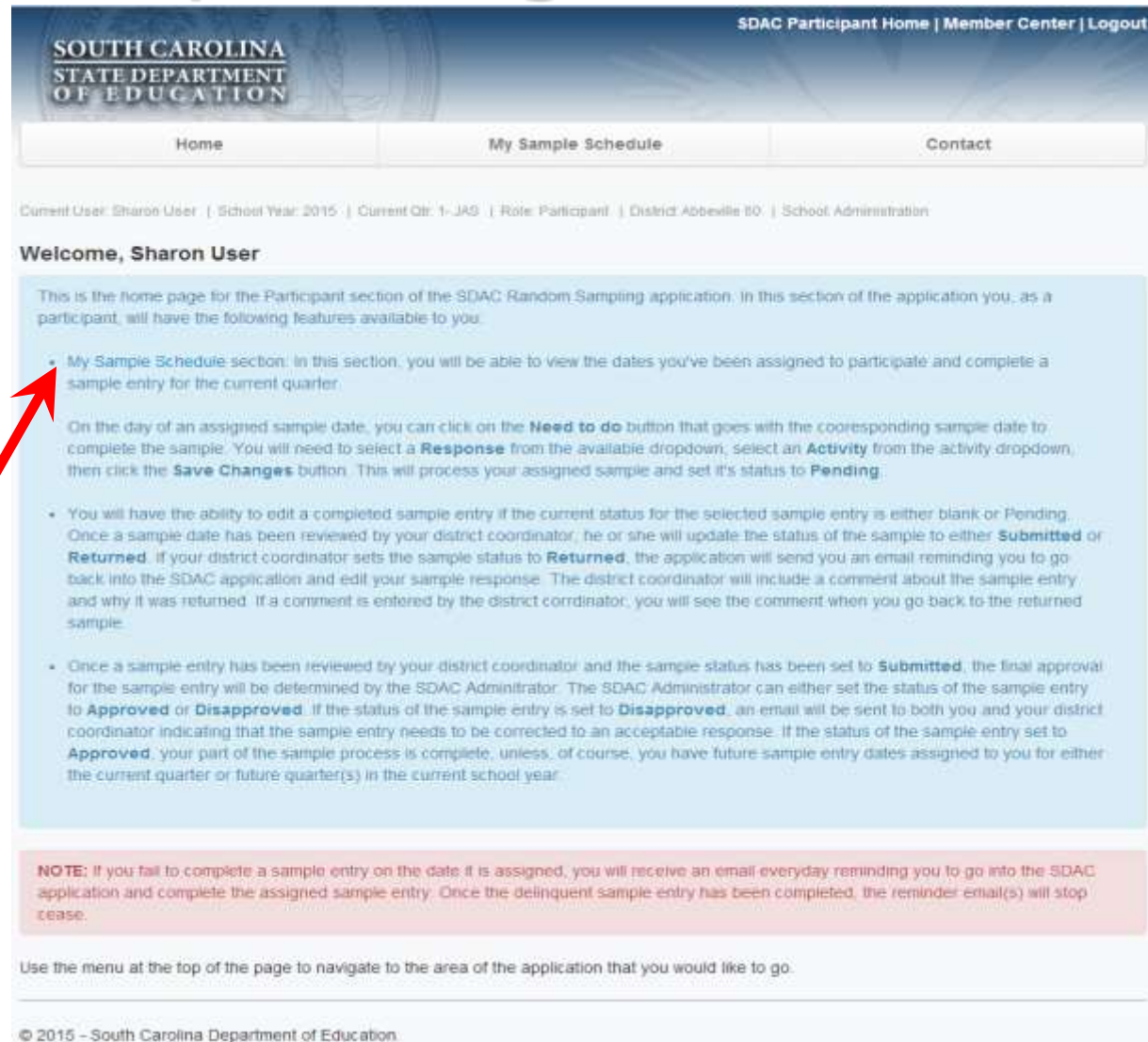
**Web Training Applications**

\* Applications below are for training purposes only.

- [SDAC - TRAINING](#)

# \*New SDAC Participants Login

- ▶ After a successful login, this is your landing page.
- ▶ Page displays instructions on completing surveys.
- ▶ To access your random moment surveys, click My Sample Schedule.



**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

SDAC Participant Home | Member Center | Logout

Home My Sample Schedule Contact

Current User: Sharon User | School Year: 2015 | Current Qtr: 1-JAS | Role: Participant | District: Abbeville 80 | School: Administration

**Welcome, Sharon User**

This is the home page for the Participant section of the SDAC Random Sampling application. In this section of the application you, as a participant, will have the following features available to you:

- **My Sample Schedule** section: In this section, you will be able to view the dates you've been assigned to participate and complete a sample entry for the current quarter.

On the day of an assigned sample date, you can click on the **Need to do** button that goes with the corresponding sample date to complete the sample. You will need to select a **Response** from the available dropdown, select an **Activity** from the activity dropdown, then click the **Save Changes** button. This will process your assigned sample and set it's status to **Pending**.

- You will have the ability to edit a completed sample entry if the current status for the selected sample entry is either blank or **Pending**. Once a sample date has been reviewed by your district coordinator, he or she will update the status of the sample to either **Submitted** or **Returned**. If your district coordinator sets the sample status to **Returned**, the application will send you an email reminding you to go back into the SDAC application and edit your sample response. The district coordinator will include a comment about the sample entry and why it was returned. If a comment is entered by the district coordinator, you will see the comment when you go back to the returned sample.
- Once a sample entry has been reviewed by your district coordinator and the sample status has been set to **Submitted**, the final approval for the sample entry will be determined by the SDAC Administrator. The SDAC Administrator can either set the status of the sample entry to **Approved** or **Disapproved**. If the status of the sample entry is set to **Disapproved**, an email will be sent to both you and your district coordinator indicating that the sample entry needs to be corrected to an acceptable response. If the status of the sample entry set to **Approved**, your part of the sample process is complete, unless, of course, you have future sample entry dates assigned to you for either the current quarter or future quarter(s) in the current school year.

**NOTE:** If you fail to complete a sample entry on the date it is assigned, you will receive an email everyday reminding you to go into the SDAC application and complete the assigned sample entry. Once the delinquent sample entry has been completed, the reminder email(s) will stop cease.

Use the menu at the top of the page to navigate to the area of the application that you would like to go.

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# Participant Sample List for Current Quarter Page

- ▶ Status
  - **Pending:** Awaiting SDAC Coordinator approval.
  - **Approved:** SCDE Coordinator has signed off on the survey.
  - **Returned:** SDAC Coordinator has returned survey for correction.
- ▶ Action
  - **Need to Do:** Please select this option to open your random moment survey for completion

Current User: Sharon User | School Year: 2015 | Current Qtr: 1-JAS | Role: Participant | District: Abbeville 60 | School: Administration

## My Random Sampling Schedule for the 2015 school year

Listed below are the dates you've been assigned to participate in the SDAC Random Sampling for the current quarter (**1-JAS**). If you were assigned to complete the sample today or if you have not completed a sample from a previous day during the current sampling quarter, click on the **Need to do** button.

If an Action button is a **Pending**, **Returned**, or **Disapproved** button you will be able to edit or correct the sample entry.

The following is a list of reasons an Action button could be disabled and not available to click:

- **Too early** button: The sample date assigned is greater than today's date.
- **Need to do** button: The sample quarter for the assigned sample date is closed.
- **Submitted** button: Your district coordinator has set the sample status to Submitted.
- **Successful** button: The SDAC Administrator has set the sample status entry to Approved.

Quarter	Sample Date	Sample Time	Status	Action
1 - JAS	07/05/2014	09:52 AM	Pending	<b>Pending</b>
1 - JAS	07/05/2014	03:41 PM	Approved	<b>Successful</b>
1 - JAS	09/16/2014	02:00 PM		<b>Too early</b>
1 - JAS	09/26/2014	11:14 AM		<b>Too early</b>

# Participant Sample Entry Page

- ▶ Page displayed after selecting 'Need to Do'.
- ▶ Simply select the response that you were doing during your random moment and the activity code.

The screenshot shows the 'Participant Sample Entry Page' for the South Carolina Department of Education. The page header includes the department's name and navigation links: 'Assigned Sample to Complete | Member Center | Help | Logout'. Below the header is a navigation bar with 'Home', 'My Sample Schedule', and 'Contact'. The main content area contains instructions on how to complete a sample, a section for 'Personal Information' with a table of details, and a section for 'Response' and 'Activity' with dropdown menus. At the bottom, there are 'Save Changes' and 'Back to My Sample List' buttons, and a copyright notice for 2013.

**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

Assigned Sample to Complete | Member Center | Help | Logout

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a **Sample Error** section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: **2014**

**Personal Information**

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 : Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**

2 - Absent - full-time/part-time employee with paid leave

**Activity**

0 - General Administration

Save Changes Back to My Sample List

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# Participant Sample Entry Page

- ▶ Most activity codes are driven by response. For example, if participant selects Absent–full–time/part–time employee with paid leave, the only SDAC activity code for selection is O–General Administration.
- ▶ Click Save Changes button to submit survey for SDAC coordinator approval.

**SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION**

Assigned Sample to Complete | Member Center | Help | Logout

Home | My Sample Schedule | Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to Pending and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a Submitted status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to Pending for your SDAC coordinator to review.

School Year: 2014

**Personal Information**

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 - Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**

2 - Absent - full-time/part-time employee with paid leave

**Activity**

O - General Administration

**Save Changes** **Back to My Sample List**

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# Response: Travel–What Purpose?

- ▶ If you select the response “Travel–What purpose?,” you will have to give more information regarding your travel in the box before you can submit your survey.



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STATE DEPARTMENT  
OF EDUCATION**

Assigned Sample to Complete | Member Center | Help | Logout

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: **2014**

**Personal Information**

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 : Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**

7 - Travel - What purpose?

**Travel Description**

this is a test. 123

**Activity**

O - General Administration

Save Changes Back to My Sample List

# Response: Mental/Medical Health Referrals

- ▶ If you select the response “Mental/Medical health referrals,” you will have to download the required SDAC referral form.
- ▶ Complete the referral form and send to your district’s SDAC coordinator.

**SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION**

Assigned Sample to Complete | Member Center | Help | Logout

Home | My Sample Schedule | Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: **2014**

**Personal Information**

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 - Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**

11 - Mental/Medical health referrals

**Activity**

GR - Referral for Medicaid-Covered Medical/Mental Services to Medicaid-participating provider

**Required SDAC Referral Form**

Please download the **required** [SDAC Referral](#) form.

Save Changes | Back to My Sample List

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# Returned Survey for Correction

- ▶ Your SDAC coordinator will return a survey for correction if the activity code does not match the response given.
- ▶ An email will be sent to you letting you know you have a returned survey for correction.

[Home](#) [My Sample Schedule](#) [Contact](#)

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: 2014

### Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R.	Abbeville 60 : Westwood Elem	1 - JAS	Returned

### Sample Error

**Returned/Disapproved Message**  
Please enter a new Response and Activity. The current entry you selected is invalid. Thanks.

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**  
2 - Absent - full-time/part-time employee with paid leave

**Activity**  
A - Direct Medical Services

[Save Changes](#) [Back to My Sample List](#)

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# Returned Survey for Correction

- ▶ You will see the survey status as Returned in “My Sample Schedule”.
- ▶ Please correct the survey and resubmit by selecting “Save Changes”.

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: 2014

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R.	Abbeville 60 : Westwood Elem	1 - JAS	Returned

Sample Error

Returned/Disapproved Message

Please enter a new Response and Activity. The current entry you selected is invalid. Thanks

Assigned Sample for: 07/12/2013 at 03:50:00 PM

Response

2 - Absent - full-time/part-time employee with paid leave

Activity

A - Direct Medical Services

Save Changes Back to My Sample List

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# Surveys Requiring Validation

- ▶ Validation means that the SDAC Coordinator will follow up with participant to ensure the random moment sample process and SDAC is understood.



# Surveys Requiring Validation

- ▶ If your survey has been selected for validation, click the “Validate Sample Entry” button before submitting the survey.



**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

Assigned Sample to Complete | Member Center | Help | Logout

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: 2014

**Personal Information**

Name	District/School	Quarter	Current Status
Cooper, Michael R.	Abbeville 60 : Cherokee Trail Elem	1 - JAS	Pending

Assigned Sample for: 08/02/2013 at 11:47:02 AM

**Response**

17 - Travel - What purpose?

**Travel Description**

travel

**Activity**

☐ General Administration

This sample entry has been flagged for validation:

# Surveys Requiring Validation

- ▶ Please answer all question by selecting Yes or No from the dropdown listing.
- ▶ Click “Save Changes” to save your responses.
- ▶ Click “Back to Sample Entry” to navigate back the sample entry page to submit the survey to your SDAC coordinator for approval.

The screenshot shows the 'Sample Entry validation (AUDIT)' form from the South Carolina State Department of Education. The header includes the department's name and navigation links: 'Validate Sample Entry | Member Center | Help | Logout'. Below the header are three tabs: 'Home', 'My Sample Schedule', and 'Contact'. A message states: 'This sample entry has been marked for audit and validation is required. Please complete the form below and click the **Save Changes** button to submit the form.' The form contains several questions with dropdown menus for 'Yes' or 'No' answers, and text areas for providing specifics or additional training. The questions are: 'Did you understand how to complete the sample?', 'Did you feel you were adequately trained before you completed the sample?', and 'Did you avail yourself of online training and/or contact your coordinator before completing the sample?'. Each question has a corresponding text area for 'If No, please give specifics/particulars/why not?'. At the bottom are two buttons: 'Save Changes' and 'Back to Sample Entry'. The footer reads '© 2013 - South Carolina Department of Education.'

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OF EDUCATION

Validate Sample Entry | Member Center | Help | Logout

Home My Sample Schedule Contact

This sample entry has been marked for audit and validation is required. Please complete the form below and click the **Save Changes** button to submit the form.

Sample Entry validation (AUDIT)

Did you understand how to complete the sample?

If No, please give specifics.

Did you feel you were adequately trained before you completed the sample?

If No, please give particulars.

What additional training, if any, do you believe would be helpful?

Did you avail yourself of online training and/or contact your coordinator before completing the sample?

If No, why not?

Save Changes Back to Sample Entry

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# PART IV

## ▶ Other Resources

# Other Training Resources

- ▶ <http://ed.sc.gov/agency/programs-services/109/>

The screenshot shows the South Carolina State Department of Education website. The header includes the department's name and a search bar. The navigation menu has links for 'I'm Looking For?', 'Agency', 'Programs & Services', 'Research Portal', 'Contact', 'Login', and 'Help'. The main content area displays the breadcrumb trail 'Home > Agency > Programs services > 109 > Medicaid School District Administrative Claiming'. The title is 'Medicaid School District Administrative Claiming (SDAC)'. The text describes the SDAC program as providing Medicaid reimbursement to school districts for various medical-related administrative activities. Below this, there is a section for 'Additional Resources & Information' with two bullet points: 'SDAC Coordinators Materials and Information' and 'SDAC Cost Reporting Guide (PDF 1,177 Kb)'. A second bullet point links to 'SDAC Cost Reports School Year 2011-2012 (PDF 1,667 Kb)'. The page is dated 'Last Updated: 10/11/2011'. On the right side, there is a 'Contact Information' box for the Office of Medicaid, listing Virgie Chambers as the Office Director, with the address 1429 Rutledge Suite 706-D, Columbia, SC 29201, and contact details: Tel: 803-734-2087 and E-mail: [VChamber@ed.sc.gov](mailto:VChamber@ed.sc.gov). The footer contains links to 'Link To Us', 'www.sc.gov', 'Privacy', and 'Legal', along with a copyright notice for 2012 and a statement about trademarks.

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OF EDUCATION**

Search ed.sc.gov Go

f t You Tube

**I'm Looking For? Agency Programs & Services Research Portal Contact** Login Help

Home > Agency > Programs services > 109 > Medicaid School District Administrative Claiming

### Medicaid School District Administrative Claiming (SDAC)

The School District Administrative Claiming (SDAC) program provides Medicaid reimbursement to school districts for various medical-related administrative activities performed by certain district staff.

#### Additional Resources & Information

- [SDAC Coordinators Materials and Information](#)
- [SDAC Cost Reporting Guide \(PDF 1,177 Kb\)](#)
- [SDAC Cost Reports School Year 2011-2012 \(PDF 1,667 Kb\)](#)

Last Updated: 10/11/2011

#### Contact Information

**Office of Medicaid**  
Virgie Chambers,  
Office Director  
1429 Rutledge  
Suite 706-D  
Columbia, SC 29201  
Tel: 803-734-2087  
E-mail: [VChamber@ed.sc.gov](mailto:VChamber@ed.sc.gov)

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# \*New Resources for SDAC Coordinators and Participants

- ▶ SCDE will have pre-recorded presentations on its website to facilitate training for both coordinators and participants.

# \*New Other Questions/Technical Assistance

- ▶ Program Questions/Technical Assistance?
- ▶ Matthew Melton, SDAC Coordinator
- ▶ 803-734-2108
- ▶ [mmelton@ed.sc.gov](mailto:mmelton@ed.sc.gov)
- ▶ Quinton Harris, SNT Coordinator
- ▶ 803-734-3913
- ▶ [qharris@ed.sc.gov](mailto:qharris@ed.sc.gov)

# Other Questions/Technical Assistance

- ▶ Fiscal Questions?
- ▶ Loretta Dykes, Fiscal Technician
- ▶ 803-734-6030
- ▶ [ldykes@ed.sc.gov](mailto:ldykes@ed.sc.gov)

# CMS Requires Proof of Training

- ▶ All SDAC Coordinators and SDAC participants must have documentation of training in SDAC and understanding of SDAC coding activities.
  1. I understand the administrative claiming activities.
  2. I understand and have information on the coding system used for data collection.
  3. I understand the sampling process.
  4. I understand and have instructions on how to complete the survey form.

# CMS Requires Proof of Training

- 5. I have direction on how to report activities under the appropriate time study activity code.
- 6. I have received guidance on distinguishing between health-related and other activities.
- 7. I understand the distinction between the performance of administrative activities and direct medical services.
- 8. I know where to obtain technical assistance if there are questions.

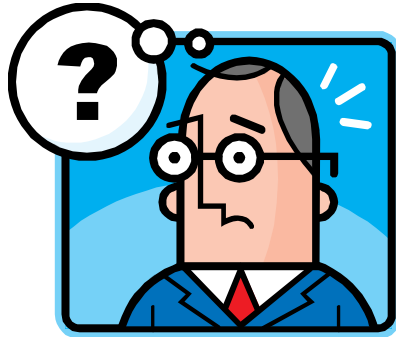
# CMS Requires Proof of Training

- ▶ All trainees (participants and coordinators) will certify training electronically through the SDAC web application.



# The End

- ▶ Questions?



# Activity Code References

- ▶ The following slides give example activities that correspond with the different activity codes.

# Activity Code A: Direct Medical Services Examples

- ▶ Health professionals providing speech, OT, PT, or behavioral services for student.
- ▶ Nurse performing assessment of student.
- ▶ Nurse developing individual care plan (student must be present).
- ▶ All health professionals billing Medicaid for direct services.

# Activity Code B: School Related and Educational Activities Examples

- ▶ Classroom instruction and lesson planning.
- ▶ Testing and correcting papers.
- ▶ Compiling attendance reports.
- ▶ Reviewing educational record of a new student.
- ▶ General lunchroom supervision.
- ▶ Compiling report cards.
- ▶ Conferring with parents on academic matters.
- ▶ Participating in training related to curriculum.
- ▶ Attending IEP meeting.

# Activity Code C: Medicaid Outreach Examples

- ▶ Informing children and families about the benefits and availability of services provided by Medicaid, including preventive care, treatment, screenings, and the EPSDT program.
- ▶ Distributing literature about the benefits, eligibility requirements, and availability of the Medicaid program, including EPSDT.
- ▶ Registering a new student
- ▶ Who performs the most? Everyone.

# Activity Code D: Non-Medicaid Outreach Examples

- ▶ Developing general health awareness and prevention programs or materials, including DARE, sex education, wellness, healthy life-styles, anti-smoking, AIDS or hepatitis awareness campaigns (unless staff is explaining Medicaid coverage and benefits at the same time).
- ▶ Describing social, vocational, or educational services or programs such as scholarships, remedial programs, and after-school child care.
- ▶ Assisting in early identification of children with special health needs through Child Find.

# Activity Code E: Facilitating Medicaid Eligibility Determination Examples

- ▶ Providing forms and packaging all the forms in preparation for the Medicaid eligibility determination.
- ▶ Referring children and families to the local eligibility office to make an application for Medicaid benefits.

<https://www.scdhhs.gov/site-page/where-go-help>

- ▶ Assisting applicants in collecting or gathering required information and documents for the Medicaid application.

# Activity Code E: Facilitating Medicaid Eligibility Determination Examples

- ▶ Referring someone to the Social Security Administration for SSI if Medicaid is desired.
- ▶ Verifying an individual's current Medicaid eligibility status for purposes of the Medicaid eligibility process.
- ▶ Explaining the Medicaid eligibility rules and the Medicaid eligibility process to prospective Medicaid applicants.
- ▶ Assisting individuals or families to complete a Medicaid eligibility application.



# Activity Code F: Non-Medicaid Facilitation Examples

- ▶ Explaining eligibility for Individuals with Disabilities Education Act (IDEA).
- ▶ Assisting a family to gather information for a day care application.
- ▶ Developing and verifying initial and continuing eligibility for the Free and Reduced Lunch Program.
- ▶ Referral to an alternative education program.
- ▶ Assistance for tutoring or mentoring or Big Brothers programs.

# Activity Code G: Coordination and Monitoring Examples

- ▶ Arranging for any Medicaid–covered services required for an identified health condition.
- ▶ Nurse developing individualized health care plan.
- ▶ Participating in meetings or discussions to coordinate or review a student’s need for Medicaid–covered health–related services.
- ▶ Who performs the most? Everyone.

# Activity Code H: Referral, Coordination, and Monitoring of Non-Medicaid Services Examples

- ▶ Coordinating access to child care and job training services.
- ▶ Referring for a vocational evaluation.
- ▶ Gathering information for an employment referral.
- ▶ Meeting to coordinate a child's scholastic needs.
- ▶ Monitoring the non-medical components of an IEP as appropriate.

# Activity Code I: Medicaid Services

## Transportation Examples

- ▶ Arranging for a student to be transported by car for Orientation and Mobility services.

# Activity Code K: EPSDT/Medicaid Related Training Examples

- ▶ Participating in or coordinating training that improves the delivery of medical/Medicaid related services.
- ▶ Participating in training on administrative requirements related to medical/Medicaid services.
- ▶ Participating in training that describes the appropriate procedures for referrals for treatment services.

# Activity Code M: Medical Service Program Planning, Policy Development, and Interagency Coordination Examples

- ▶ Working with other agencies or health care providers to improve the coordination and delivery of services, to expand access to specific populations of people eligible for Medicaid, and to increase provider participation.
- ▶ Developing strategies to assess or increase the cost effectiveness of school health programs.
- ▶ Tracking Immunizations.

# Activity Code O: General Administration

## Examples

- ▶ Taking lunch, breaks, leave, or paid time not to work.
- ▶ Establishing goals and objectives of health-related programs as part of the school's annual plan.
- ▶ Reviewing school procedures and rules.
- ▶ Attending or facilitating school meetings or training.
- ▶ Performing administrative or clerical activities relating to general district functions.

# Activity Code O: General Administration Examples

- ▶ Providing general supervision of staff, such as evaluating employee performance.
- ▶ Reviewing technical literature or research articles.
- ▶ ***Full-time employee*** not scheduled to work at sampling time.
- ▶ Other similar general administration that cannot be specifically identified under other activity codes.